THE UNIVERSITY OF IOWA

Human Subjects Office/
Institutional Review Board (IRB)
105 Hardin Library for the Health Sciences
600 Newton Road
Iowa City, Iowa 52242-1098
319-335-6564 *Fax* 319-335-7310
irb@uiowa.edu
http://research.uiowa.edu/hso

Human Research Protections Program (HRPP) Departure Checklist

Principal Investigator (PI) Departure Checklist		
30 Days Prior to Expected Departure/14 Days Following Unexpected Departure		
Do/Did you or the individual for whom you are completing the checklist have scientific and/or regulatory ownership of a research record (e.g. IRB, DSP, clinicaltrials.gov)?	**Yes.** Please complete the remainder of this checklist.	**No.** Stop completion of this checklist.
Task	**Completed**	**N/A**
Identify impacted studies • IRB #s and Protocols IDs • NCT numbers • Public and in-development records		
Identify affected materials • Roles needing to be filled • Funding Contracts • Specimen/Data transfer • IND/IDE		
Complete the appropriate PI Transfer\Departure form (external funded vs unfunded) to begin the notification process of the departing PI and impacted records.		
Notify the HRPP committees of any relevant communications received for the impacted studies or transferring institution. • Name of agencies that sent notifications • Last notification received dates • Requested actions identified on notifications		
Use DUA Flowchart to determine if data sharing can be done. Notify the Division of Sponsored Programs (dsp-contracts@uiowa.edu) if a data use agreement is required		
Notify the HRPP committees and your Departmental Executive Officer (DEO) of the new contact information including: • Phone number		

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• Email • New coordinator(s) contact info • ClinicalTrials.gov Administrator(s) • Others as appropriate phone and email.		
If any studies will be ongoing at Iowa complete the following • Completion of any pending updates to reflect current record status • If an Investigational New Drug (IND) is held, have new PI complete form 1572 and send the form and CV to you. Once received, notify FDA of the protocol amendment. • Modification of relevant record roles • Modification to the Principal Investigator/Responsible Party • Notification to the newly assigned Principal Investigator/Responsible Party of responsibilities		
If the study(ies) are closing, complete the following: • Close out of laboratory space • Close out of study records by marking the record are completed/terminated/withdrawn • If required by FDAAA, NIH or other sponsor, completion of results reporting on ClinicalTrials.gov		

For a complete listing of the HRPP committees, please visit the Human Subjects Office website.